

ANNUAL ACTIVITY REPORT FY-1965
OP/POD/PLACEMENT BRANCH

A. Description of Functions

The Placement Branch's main functions are as follows:
(1) Consult with Agency operating officials and advise as to personnel policies and procedures on matters pertaining to the selection of applicants; (2) Determine the minimum qualifications of applicants and individuals accepted for employment; (3) Make periodic surveys for the purpose of ascertaining the requirements for personnel needed in the Scientific, Technical, Research, Analytical, and Support type of positions; (4) Furnish timely requirements to the appropriate officials for outside recruitment if qualified and available personnel cannot be located within the Agency; (5) Approve personnel actions involving excepted appointments, promotions, reassignments, et cetera, for the DD/I, DD/S&T, and DD/S components; (6) Determine and approve the salary entitlements; (7) Approve and process all new appointment actions for DD/P; (8) Review "Outstanding" and "Weak" fitness reports; (9) Interview job applicants; (10) Interview candidates for reassignment; (11) Counseling of employees; (12) The administration of the Engineering and Scientific Testing program; (13) The determination of applicants to be coded; (14) The orientation and briefing of new employees; (15) The actual processing of EOD procedures; (16) Preparation of significant statistics and reports relative to Placement Branch activities; (17) Preparation of Special Correspondence; (18) Conduct follow-up interviews of new employees (GS-05 through GS-12 -- 6 to 8 months after EOD date).

B. Number of People Involved in Work Force

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We have had a work force of [REDACTED] during this past FY. Currently there are [REDACTED] staff employees. This represents an 18% reduction in the staff in Fiscal Year 65. One (1) professional is engaged in general management and supervisory responsibilities; [REDACTED] professionals and [REDACTED] clericals are engaged in placement and processing activities; [REDACTED] staff employees are engaged in correspondence activities.

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C. Production Figures

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In FY-65, [] professional types entered on duty. This figure includes [] CTP's. 79 technicians and professional types, Grade GS-06 and above, were placed in the Office of Communications. A substantial number of the total placements in junior professional categories employed at GS-05 levels are not included in the above figures.

This volume of placements required the dispatching a total of 32,026 pieces of correspondence; 26,415 were routine letters, 4,344 letters required individual preparation, 388 letters were prepared to answer Congressional and front-office interest, and 879 letters were required for special projects. We processed 14,855 applicant files in FY-65. This is an average of 1,238 per month or 56 + cases per day. This number represents an increase of 5.1% in our workload, accomplished in the face of an 18% reduction in personnel.

We initiated Security Clearances on [] applicants and [] entered on duty. This is a ratio of 4.7 initiations for each one (1) to E.O.D. in the professional category. Workload factors for the last three (3) Fiscal Years has been:

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Letters completed	FY-63	34,348
Letters completed	FY-64	34,474
Letters completed	FY-65	32,026

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We closed out FY-65 with [] people in process. In comparison with the previous FY, we closed out FY-64 with [] people in process.

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D. Problems Met and Solved

We have aggressively pursued our "follow-up" interview program. Our schedule calls for a follow-up interview not earlier than six (6) months nor later than eight (8) months after employee EOD. We have no backlog with respect to this program.

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The problem of some over-staffing has been more than remedied by the loss of [] more of the staff. This represents a 18% reduction in this Fiscal Year. From a high of [] we have reduced to []

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We have been able to fully participate in the training requirements levied against us. Six professionals have had agency training in the amount of 560 man-hours. In addition, four professionals had an opportunity to attend the Personnel Officers Conference June 16, 17 and 18. Three members of the clerical staff have had an opportunity to increase their stenographic skills by attending 240 hours of the Clerical Refresher courses and all three have been reassigned to secretarial positions. This training was accomplished, in the face of a constantly diminishing work force, by extra effort on the part of other members of the staff.

Our problem of adequate space and privacy to conduct interviews has been satisfied with the creation of our own private conference facility.

We have recently begun to process Contract A-Type cases for the Clandestine services. This is an additional workload of some potential magnitude. On balance, the assistance seems to be a genuine service to the DD/P components that have this working relationship with us.

We have instituted a new procedure in the processing of Resumes, SF-57's and Letters of inquiry relative to employment. Acknowledgements are made immediately and advice as to the probable time requirements are furnished the applicants. A determined effort is being made to process these kinds of applications with a minimum of delay.

E. Problems Met and Not Solved

We have yet to solve the problem of how to "spring" the qualified stenographic candidates who are in a "dead-end" job. Unreasonable delays in negotiating release dates continues to plague us.

Unreasonable delays in getting operation officials decisions on applicant files is a continuing problem. Additional manpower is required (one (1) additional staff member) to effectively police out suspense system and to properly solve the problem mentioned in the last paragraph in section D above.

The conduct of the Placement Officers business in open loft space is far from satisfactory. The Placement Officers should each have individual private working space. The installation of just a few partitions would remedy the situation.

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Our communication system is far from adequate. The installation of proper telephonic intercom facilities would enable us to give better service.

F. Forecast--Work, Staff, Problems, Recommendations

We expect to hire approximately [REDACTED] professional types of all grades in FY-66.

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We cannot take any additional personnel cuts if we are to continue to render efficient service. Since the economy drive began, we have reduced our staff from [REDACTED] employees, an overall reduction of approximately 33%. As a matter of fact, the proposed FY-66 reduction of one person in PB/Correspondence should not be effected.

Of Interest: The following losses were sustained in the past fiscal year -- identities and replacements (if any) are shown in the list below:

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~~We will lose the services~~ of four more members of the staff. ~~_____~~ are both maternity cases and neither

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25X1A9a of these excellent employees are intending to return to duty. [REDACTED]
[REDACTED] has improved her secretarial skills to such a degree, she is
being accepted for an over-seas position in the DD/P. [REDACTED]
will be reassigned to the CTP program in OTR. 25X1A9a

Recommendations

- (1) A space review with the idea of creating private working space by the use of movable partitions.
- (2) A telephone service survey to improve efficiency and possibly more economics.
- (3) The immediate disposition of all applicant files which are more than one year old.
- (4) Adoption of the policy to inform all unsuccessful applicants that we will keep their cases under active consideration but for one year; however, if further consideration is desired, it will be the individuals responsibility to request we continue our interest in their application.
- (5) The Placement Branch be delegated authority to approve invitee and EOD travel orders. This is recommended to relieve Chief, Personnel Operations Division of this time consuming detail and to eliminate delay occasioned by the absence or unavailability of the Chief, Personnel Operations Division.
- (6) The Chief, Placement Branch be delegated authority to approve requests for exceptions to entrance-on-duty rates. Appeals from adverse actions could be appealed to Chief, Personnel Operations Division for adjudication. This should relieve the presently authorized personnel of becoming involved in administrative details; and expedite processing time.
- (7) Obtain an official Agency policy that employees ranked in the lower ten (10) per cent of the career service total, regardless of grade, be referred to the concerned Placement Officer for counseling and appropriate reassignment efforts.
- (8) Obtain an official Agency policy that provides for the releases of qualified candidates for higher grade vacancies; i.e., not more than thirty (30) days for professionals and not more than fifteen (15) days for clericals.

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